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85-1919/3

18 JUN 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Follow-up on Excellence Suggestions

REFERENCE: Memo to DA Office Directors fm DDA,
dated 30 May 1985, Same Subject

The following comments have been prepared in response to your request for a status report covering the suggestions on "Excellence" previously submitted by the Deputy Director for Science and Technology:

° Senior Secretarial Service: A working group was established by the Executive Director (ExDir) to develop an action plan by September to improve the secretarial occupation. The suggestion that there be a senior secretarial service has been reviewed by Position Management and Compensation Division which developed draft plans for such a service. The ExDir's working group will explore creation of a senior secretarial service in the context of its broader deliberations on the secretarial occupation.

° Donation of Annual Leave: Discussions with several local county governments provided the Office of Personnel with some interesting variations in leave administration which would be feasible only if changes were made in the statute covering Agency leave administration. In discussing the subject with the Office of Personnel Management (OPM) to see whether they were considering any proposals along the same lines, we found that they were going in the other direction. OPM is currently considering several regulatory issuances which would place more severe restrictions on leave administrations on agencies under their cognizance. We will continue to monitor the donation of annual leave subject; and when the time is appropriate, we may pursue legislative changes or may take other suitable initiatives in this arena.

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° SIS Benefits: We continue to believe that the best solution is to continue to seek the needed increases in Agency SIS ceiling. In May 1985, approval was received from the Office of Management and Budget (OMB) for a revised SIS ceiling of [] an increase of [] ceiling for FY 1985. The Office of Personnel remains committed to aggressively seeking OMB approval of appropriate increases in the Agency SIS ceiling for FY 1986.

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